

**VIEWDIRECT
REQUEST FOR ACCESS TO THE RECIPIENT REPORT
FOR SECURITY OFFICERS**

DATE:_____

The ViewDirect Recipient Report is being offered to you so that you as a Departmental Security Officer can view what reports users in their department have access to.

DEPT. CODE:_____

ASSIGNED UAID:_____

NAME OF USER TO BE AUTHORIZED (Please print):

SIGNATURE OF SECURITY OFFICER:

NOTE: To access the recipient report type REC at the Viewing Menu and hit enter. Select the letter category of your department and place a V next to your selection and hit enter. At this point you can look up your users by UAID. All reports they have access to will be listed.